

EXECUTIVE BOARD MINUTES

[SBM 2022 Minutes](#)

[February 17, 2022 Minutes](#)



SBM 2022 Minutes – Friday, March 25, 2022

**AMATYC 2022 Spring Executive Board Meeting
Home 2 Suites, Memphis, TN; Virtual via Zoom**

Friday, March 25, 2022

(Note: all times given are Central Standard Time)

The meeting was called to order at 9:06 am by President Laura Watkins. The following members of the Executive Board were present:

Laura Watkins	President	Alvina Atkinson	Southeast Vice President
Kathryn Kozak	Past President	Brandon Bartley	Midwest Vice President
George Hurlburt	President-Elect	Dale Johanson	Central Vice President
Nancy Rivers	Secretary	Shannon Ruth	Southwest Vice President
Barbra Steinhurst	Treasurer	Sarah Pauley	Northwest Vice President
Anders Jasson (AJ) Stachelek	Northeast Vice President	Eddie Tchertchian	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director; Turi Suski, Conference Coordinator

President Watkins reviewed the reference materials. (Attachment A)

President Watkins reviewed the Rules of Conduct.

Motion: Approve the meeting's Rules of Conduct. (Attachment B)

Made by Atkinson and seconded by Steinhurst.

Motion approved

Motion: Approve the Agenda provided on the previous pages. (Attachment C)

Made by Johanson and seconded by Bartley.

Motion approved

Consent Calendar

Officer reports were received and reviewed.

Expenditure Approval Committee approvals between September 15, 2021, and February 15, 2022 were reviewed. The following approvals were given:

- September 19, 2021: Approve \$319 for the MathAMATYC Educator Team to purchase Mathtools software
- October 11, 2021: Approve \$750 over budget for audit and 990 preparation fees

Federal IRS Documents Review and Audit Review Committee documents are pending. This will be completed, reviewed by the committee and brought to the Board for approval during the Summer Conference Call.

Motion: That the reports and motions of the Consent Calendar of the 2022 Spring Board Meeting be approved as written.

Made by Hurlburt and seconded by Steinhurst.

Motion approved

ANets

ANet leader reports were received and reviewed.

Motion: That the AMATYC Board endorse the attached position statement entitled, *“Initial Placement of Students into the Mathematics Curriculum”*. (Attachment D)

Made by Kozak and seconded by Tchertchian.

Motion approved

NEW BUSINESS

Motion: That the Board accepts the attached changes to PPM Section 12.4.2 Website Coordinator, effective immediately. (Attachment E)

Made by Hurlburt and seconded by Stachelek.

Motion postponed until April 8, 2022

Motion: That the Board approves the attached changes to PPM Section 9.1.1 ANet Chair, General Duties (the remainder of 9.1.1 remains unchanged), effective immediately. (Attachment F)

Made by Hurlburt and seconded by Tchertchian.

Motion approved

Motion: That PPM Section 8.12.3 Registration Fee Formulas be updated as attached, effective immediately. (Attachment G)

Made by Steinhurst and seconded by Pauley.

Motion approved

Meeting suspended at 12:03 pm.

Meeting resumed at 1:00 pm.

OFFICE/STAFF REPORT (1:00 – 2:00 pm)

Beverly Vance, Office Director; Christine Shott, Publications Director; Christy Hunsucker, Accounting Director; and Angela Poulin, Office Clerk, joined the meeting for the Office Report.

The Executive Director and Office Reports were received and reviewed.

Motion: That effective with the 2023 AMATYC Annual Conference the full Conference Discount Registration Rate be set at \$410.

Made by Steinhurst and seconded by Rivers.

Motion approved

Motion: That the Board approve the attached changes to PPM 6.4 Purchasing Procedure, effective immediately. (Attachment H)

Made by Kozak and seconded by Bartley.

Motion approved

Motion: That the Southwest Region be approved to host an AMATYC regional conference in summer 2023. (Attachment I)

Made by Ruth and seconded by Kozak.

Motion approved

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

Several Services/Coordinators/Directors/Publications reports were received and reviewed.

Meeting Suspended at 3:50 pm

The Membership Committee met 4:00 – 5:00 PM

Saturday, March 26, 2022

Meeting resumed at 9:00 am

As Secretary Rivers was unable to participate in the meeting on March 26, minutes were taken by Past-President Kozak.

Announcements were made about buying tickets to Toronto now because of the cost of tickets. Fill out a reimbursement form found on the Internal site.

SERVICES/COORDINATORS/DIRECTORS/PUBLICATIONS

Additional Services/Coordinators/Directors/Publications reports were received and reviewed.

EXECUTIVE SESSION

The Board went into Executive Session at 11:08 am. Anne Dudley and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 1:35 pm. At that time, Past-President Kozak reported out the following:

- The Board made the following appointments, pending membership verification:
 - Anne Magnuson, (Wake Technical CC, asmagnuson@waketech.edu), Representative - Southeast, Innovative Teaching and Learning ANet. Effective 1/1/2022 through 12/31/2023
 - Christina Holdiness, (Chaffey College, christina.holdiness@chaffey.edu), Representative – At Large, Innovative Teaching and Learning ANet. Effective 1/1/2022 through 12/31/2023
 - Lorinda Fattic, (Univ of Alaska Fairbanks, lfattic@alaska.edu), Representative - Northwest, Innovative Teaching and Learning ANet. Effective 1/1/2022 through 12/31/2023
 - Dan Petrak, (Des Moines Area CC, dgpetrak@dmacc.edu), Representative - Central, Innovative Teaching and Learning ANet. Effective 1/1/2022 through 12/31/2023
 - Patrick Riley, (Hopkinsville CC, Patrick.riley@kctcs.edu), Representative - Midwest, Innovative Teaching and Learning ANet. Effective 1/1/2022 through 12/31/2023
 - Julie Maier, (Univ of Alaska Fairbanks, jamaier@alaska.edu), Representative – At Large, Placement and Assessment ANet. Effective 1/1/2022 through 12/31/2023
 - Miriam Harris-Botzum, (Lehigh Carbon CC, mharrisbotzum@lccc.edu), Representative – Mid-Atlantic, Placement and Assessment ANet. Effective 1/1/2022 through 12/31/2023
 - Garrett Gregor, (Clark College, ggregor@clark.edu), Representative – Northwest, Placement and Assessment ANet. Effective 1/1/2022 through 12/31/2023
 - Jeff Thies, (Pima CC, jthies@pima.edu), Representative – Southwest, Placement and Assessment ANet. Effective 1/1/2022 through 12/31/2023
 - John Hansen, (Iowa Central CC, hansen_j@iowacentral.edu), Representative – Central, Placement and Assessment ANet. Effective 1/1/2022 through 12/31/2023
 - Michelle Younker, (Owens CC, michelle_younker@owens.edu), Representative – Midwest, Placement and Assessment ANet. Effective 1/1/2022 through 12/31/2023
 - Gregory Foley, (Ohio Univ, foleyg@ohio.edu), Chair, Mathematics for Liberal Arts ANet. Effective 3/24/2022 through 12/31/2023

- The Board developed a priority list for Keynote Speakers for the 2024 AMATYC Annual Conference in Atlanta.
- The Personnel Committee Report was not given.

Meeting suspended at 11:55

Meeting resumed at 1:07

- Mathematics Excellence award recipients were considered and chosen.

Strategic Planning

George Hurlburt, President-Elect, led the Board in a Strategic Planning Session (2018-2023) from 1:35 – 2:35 pm

CONFERENCE

Turi Suski gave the Conference Coordinator Report, including reports of Conference Committee members and LECs (Local Event Coordinators).

OTHER CONFERENCE

The Conference Evaluation Summary Report for the 2021 AMATYC Annual Conference (Phoenix and the Virtual Component) was received and reviewed.

PARKING LOT:

Note: Parking Lot is a dedicated time for general discussion items. Topics can be added to the Parking Lot during the meeting and can be discussed in any order.

Discussion: AB705 and AB1705 bills in CA.

AB705 limited how many developmental courses students had to take. They looked at through-put data after 2 years, not considering COVID. AB1705 gets rid of developmental mathematics classes and would also enroll students in college level classes. This may affect co-requisite courses. The bill wants to stop students from taking developmental courses since they don't know what they should take. The bill is being funded by the Bill and Melinda Gates Foundation. This violates the idea of a community college as outlined on a CMC³ letter, and it removes choice for students. A majority of CA faculty support the opinion of the CMC³ letter. CMC³ wants a similar letter of support for affiliates from the AMATYC Executive Board. Watkins, Hurlburt, Kozak and Tchertchian will meet with the CA State Chancellor's office to explain why this is problematic. The Executive Board approved both actions.

Meeting suspended at 4:40 pm.

Friday, April 8, 2022

Meeting resumed virtually via Zoom at 11:03 am (CDT).

NEW BUSINESS

The board returned to the following motion:

Motion: That the Board accepts the attached changes to PPM Section 12.4.2 Website Coordinator, effective immediately. (Attachment E)

Made by Hurlburt and seconded by Stachelek.

Motion to Amend: That all bullets under #5 in the proposed changes to PPM 12.4.2 be removed.

Made by Rivers and seconded by Johanson.

Amendment approved

Motion as Amended approved

Motion: That the policy on Investment Guidelines (PPM 6.14.6) be updated as attached, effective immediately. (Attachment L)

Made by Steinhurst and seconded by Bartley.

Motion approved

Strategic Planning

George Hurlburt, President-Elect, led the Board in a second Strategic Planning Session (2018-2023) from 11:28 am – 12:08 pm.

ADMINISTRATIVE COMMITTEES

Some Administrative Committee reports were reviewed and received.

Meeting suspended at 12:33 pm

Meeting resumed at 1:06 pm

ADMINISTRATIVE COMMITTEES

The remaining Administrative Committee reports as well as the Membership Report were reviewed and received.

AD HOC COMMITTEES/PROJECTS

Several Ad hoc and other committee (Task Forces and Search Committees) reports were received and reviewed.

Motion: That the Board adopts the attached PPM Sections 2.1.7, Welcoming and Inclusive Environment Policy, and 5.8.6, Welcoming and Inclusive Environment Committee, effective immediately. (Attachment J)

Made by Tchertchian and seconded by Atkinson.

Motion approved

Motion: That the AMATYC Executive Board reaffirm the position statement on Time Limits for Course Prerequisites. (Attachment K)

Made by Kozak and seconded by Pauley.

Motion approved

TREASURER/BUDGET (2:00 – 3:00 pm)

Christy Hunsucker, Accounting Director, joined the meeting for the Treasurer's Report.

Motion: That the expenditures from the cash account register from September 15, 2021 through February 15, 2022 be approved.

Made by Tchertchian and seconded by Bartley.

Motion approved

Barbra Steinhurst gave the Treasurer's Report.

AD HOC COMMITTEES/PROJECTS

The remaining Ad hoc and other committee (Task Forces and Search Committees) reports were received and reviewed.

Meeting suspended at 3:02 pm

Saturday, April 9, 2022

Meeting resumed at 11:00 am.

PARTNERSHIPS/MISCELLANEOUS REPORTS

Partnerships and miscellaneous reports were included in the board packet.

PARKING LOT:

Note: Parking Lot is a dedicated time for general discussion items. Topics can be added to the Parking Lot during the meeting and can be discussed in any order.

Discussion: Delegate Assembly for Omaha

The Delegate Assembly for 2023, in conjunction with the AMATYC Annual Conference in Omaha, was discussed. A survey of current delegates will be conducted to ascertain the preference for a virtual or an in-person Delegate Assembly.

Discussion: Support for the ASA's proposed "The Data Science and Literacy Act 2022" bill (US Congress)

Motion: That the AMATYC Executive Board support the American Statistical Association in the submission of a bill focused on data literacy, "The Data Science and Literacy Act 2022".

Made by Watkins and seconded by Bartley

Motion approved

Discussion: Revisit Sections E/L Unfinished Conversation

Executive Session

The board entered executive session at 11:37 am. Conference Coordinator Turi Suski and Executive Director Anne Dudley were invited to remain.

The board exited executive session at 12:19 pm.

Discussion: Equity Committee; Statement on Bathroom Inequity

It was determined that no action will be taken by the Executive Board at this time. Nancy, as liaison, will communicate with the Equity ANet.

Meeting suspended at 12:30 pm

Meeting resumed at 1:00 pm

Motion: That the AMATYC Board approve the continuation of the committee titled “Mathematics Standards in the First Two Years of College” with a supported chair and supported standards digital coordinator through December 31, 2023, PPM Section 11.12.2 and 11.12.3, effective immediately. (Attachment M)

Moved by Hurlburt and seconded by Kozak.

Motion approved

Discussion: Concessions and Toronto

The board gave Turi Suski, Laura Watkins, and Anne Dudley some guidance on negotiations with the Sheraton Toronto, due to prolonged impact from COVID-19 and its assorted variants.

Discussion: Gendered Language in the PPM (e.g., Mathematics Excellence #9: Winner – he/she)

The PPM Committee, George Hurlburt chair, will examine the PPM and determine if changes would be editorial or substantive.

Discussion: CBMS Statement on Equity, Diversity and Inclusion

Motion: That the AMATYC board endorse the CBMS’s Equity, Diversity, and Inclusion in the Mathematical Sciences Statement. (Attachment N)

Moved by Hurlburt and seconded by Bartley.

Motion approved

Motion: To adjourn the 2022 AMATYC Spring Board Meeting.

Made by Rivers and seconded by Atkinson.

Motion approved

Meeting adjourned at 2:31 pm.

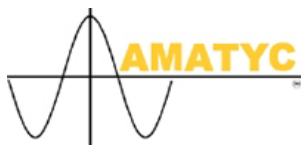
Nancy Rivers, Secretary 2022-2023
Date: April 9, 2022

Laura Watkins, President 2022-2023
Date: April 9, 2022

ATTACHMENTS

	Title	Page
A	Reference Materials <ul style="list-style-type: none"> A. Meeting Plans B. AMATYC Mission, Vision, Tagline and Value Statements C. AMATYC Strategic Plan (2018-2023) D. Acronyms E. Parliamentary Motion Guide F. Policy on a Welcoming and Inclusive Environment G. 2022-2023 Affiliate Visits H. Board Liaison Assignments I. Board Committee Assignments J. AMATYC Conflict of Interest Agreement K. Email motion report since January 1, 2022 with Sunshine Fund Report 	11
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ATTACHMENT A – REFERENCE MATERIAL



AMATYC 2022 Spring Executive Board Meeting Plans March 25, 26 & April 8, 9, 2022

Arrive: Thursday, March 24th any time

Dinner on your own (meet in the lobby at 6:00 pm if want to join a group)

Lodging:

Home2 Suites
2809 New Brunswick Rd
Memphis, TN 38133
[\(901\) 567-5885](tel:(901)567-5885)

Depart: Sunday, March 27th any time

Logistics

- Breakfast is on your own. The hotel has a free hot breakfast.
- For lunch we will order out and for dinner we will probably go as a group, but making your own arrangements is an option.
- Snacks will be provided in business meetings.
- Masks are optional in the board meeting.
- Dress is business casual for the board meeting. AMATYC attire is acceptable.
- Wear your nametag for the board meeting.
- Put any last-minute submissions in the Google drive in the folder called *Added after March 5th, 2022*.

Board Meeting Room: Home2 Suites

Call to Order: Friday, March 25th, 9:00 am CDT

Friday: Business Session: 9:00 am – 5:00 pm (Lunch: 12:00 – 1:00 pm)

- **Section F/Office report:** 1:00 pm – 2:00 pm
- **Membership Committee Meeting:** 4:00 – 5:00 PM

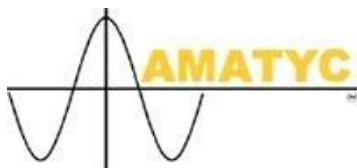
Saturday: Business Session: 9:00 am – 5:00 pm (Lunch: 12:00 – 1:00 pm)

- **Section K/Strategic Planning:** 1:00 – 2:00 pm

Friday: Business Session: 11:00 am – 3:00 pm CDT (Meal break: 12:30 – 1:00 pm CDT)

- **Section K:** 11:30 – 12:30 PM
- **Section I:** 2:00 – 3:00 pm

Saturday: Business Session: 11:00 am – 3:00 pm CDT (Meal break: 12:30 – 1:00 pm CDT)



AMATYC Mission, Vision, Values

AMATYC Mission Statement: The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to provide high quality professional development, to advocate and collaborate at all levels, and to build communities of learners for all involved in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

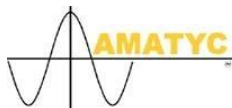
AMATYC's Vision: To be the leading voice and resource for excellence in mathematics education in the first two years of college. (Adopted by the Board on April 1, 2016)

AMATYC's Tagline: *Opening Doors Through Mathematics* (Adopted by the Board on June, 2016)

AMATYC's Core Values

Core Values represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging. (Alphabetical Order, Approved May 2006)

Core Value:	Operational Definition:
Academic Excellence	Presenting a quality educational experience in mathematics that is responsive to the needs of all students while recognizing student achievement in mathematics as an essential life goal.
Access	Acknowledging the right of all students to experience learning mathematics in ways that maximize their individual potential.
Collegiality	Providing opportunities for networking and encouraging mutual respect for other mathematics professionals for the betterment of the mathematics teaching profession.
Innovation	Creating, developing, implementing, and redefining successful instructional strategies, curricula in mathematics, and classroom practices based on the research of how students best learn mathematics and how faculty best teach mathematics.
Integrity	Safeguarding the qualities of honesty, sincerity, trustworthiness, global consciousness, and a code of sound moral professional principles.
Professional Development	Building expertise and exhibiting leadership in the teaching and learning of mathematics, enhancing personal growth, and improving teaching methods and effectiveness as a personally initiated life-long responsibility.
Teaching Excellence	Designing and implementing a dynamic mathematics curriculum, promoting the use of innovative and effective teaching strategies, assessing student learning outcomes in mathematics with appropriate methods, and creating a successful learning environment for all students.



2018-2023 AMATYC Strategic Plan

Approved April 21, 2017

AMATYC will be guided during the years 2018-2023 by this strategic plan consisting of the five priorities below and accompanying initiatives.

Priority I: Advocate for mathematics educators and mathematics students.

- A. Expand the visibility of AMATYC.
- B. Further a common vision by strengthening collaborations with other organizations.
- C. Recruit and retain individuals from under-represented groups into AMATYC membership and leadership.
- D. Attract and retain students into mathematics intensive fields, particularly students from under-represented groups.
- E. Advance seamless course and program articulation.
- F. Develop and maintain standards for mathematics education in the first two years of college.
- G. Educate the public on the AMATYC IMPACT standards and other AMATYC or national initiatives.

Priority II: Provide and promote professional development opportunities to faculty whose primary focus is mathematics in the first two years of college.

- A. Create year-round AMATYC opportunities for professional development utilizing various modalities.
- B. Offer professional development focused on mentoring new faculty teaching mathematics in the first two years of college.
- C. Enhance access to high quality professional development for all mathematics faculty.
- D. Collaborate with other organizations to provide professional development opportunities.

Priority III: Promote research on the teaching and learning of mathematics and statistics in the first two years of college.

- A. Encourage qualitative and quantitative research focused on student learning for a diverse range of learners.
- B. Train and support faculty who are interested in conducting research and classroom research.
- C. Pursue grants and other means of financial support for classroom research on teaching and learning.
- D. Continue to improve instructional resources based on classroom research.
- E. Advocate for the continued improvement of placement processes based on program assessment.
- F. Assist faculty, departments, and colleges to institute innovative practices informed by research.
- G. Disseminate resources and model practices for research-based teaching and learning.

Priority IV: Improve mathematics and statistics curricula in the first two years of college.

- A. Seek to provide a strong and relevant mathematics curricular experience for all students.
- B. Design and refine pathways for both STEM (Science, Technology, Engineering, and Mathematics) and non-STEM students.
- C. Promote the appropriate instruction and assessment of curricula.
- D. Encourage the appropriate use of technologies to enhance student learning.
- E. Facilitate the communication of successful curricular innovations that improve student learning.

Priority V: Build connections within communities of educators across regions, departments, and institutions.

- A. Enrich relationships with and provide support for AMATYC affiliate organizations.
- B. Support and increase participation in AMATYC's academic committees and AMATYC networks (Anets).
- C. Extend opportunities for local, national, and international networking to those interested in mathematics in the first two years of college.
- D. Promote a diverse community of mathematics educators which recognizes and welcomes the unique contributions of all participants.

ACRONYMS

AACC	American Association of Community Colleges
ACCESS	Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC and MAA for beginning two-year college mathematics faculty, funded for 2003-2006 by the ExxonMobil Foundation (Cohorts 1, 2, 3)
APA	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMC	AMATYC Membership Committee
AMPSS	Advancing Mathematics Pathways for Student Success
AMS	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
AMTE	Association of Mathematics Teacher Educators
ARA	AMATYC Research Associate
ARG	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
ASA	American Statistical Association
ASL	Association for Symbolic Logic
ASSM	Association of State Supervisors of Mathematics
AWM	Association for Women in Mathematics
BBA	Benjamin Banneker Association. “Dedicated to mathematics education advocacy, establishing a presence for leadership, and professional development to support teachers in leveling the playing field for mathematics learning of the highest quality for African-American students.”
BMS	Board of the Mathematical Sciences, a Board of the National Research Council.
CAMC	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
CAP	MAA Committee on Articulation and Placement
CBMS	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents and executive directors) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. David Bressoud is the Executive Director. CBMS meets twice a year, in early May and early December.
CCSSM	Common Core State Standards for Mathematics
CIRTL	<i>Center for the Integration of Research, Teaching and Learning</i>
CoWIM	Committee on Women in Mathematics, an AMS Committee
CRAFTY	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
CSSP	Council of Scientific Society Presidents
CTYC	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
CUPM	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
DCMP	Dana Center Mathematics Pathways
FBM	AMATYC’s Fall Board Meeting
GAIMME	Guidelines for Assessment and Instruction in Mathematical Modeling Education
GAINS	Graduate student And Instructor Networking System

GAISE	Guidelines for Assessment and Instruction in Statistics Education
GDPR	General Data Protection Regulation
HL	Higher Logic, the platform that hosts my.AMATYC.org
ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012, Hamburg, Germany 2016 Shanghai, China 2020)
ICW	In conjunction with the annual conference
IMS	Institute of Mathematical Statistics
IMPACT	Improving Mathematical Prowess and College Teaching
INFORMS	Institute for Operations Research and the Management Sciences
IP Guide	MAA's Instructional Practices Guide
IUSE	Improving Undergraduate STEM Education (NSF grant program)
JCW	Joint Committee on Women in Mathematical Sciences
JMM	Joint Mathematics Meeting. Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.
JSM	Joint Statistical Meeting
MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC^3	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education, renamed NOSS
NAS	National Academy of Sciences
NASSMC	National Alliance of State Science and Mathematics Coalitions
NCTM	National Council of Teachers of Mathematics. Bob Doucette is the Executive Director.
NCSM	National Council of Supervisors of Mathematics.
NFR	Not for review session
NICRA	Indirect costs
NRC	National Research Council, organized by the NAS in 1916. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
NSF	National Science Foundation. Provides government funding for scientific endeavors.
NSF-IUSE	National Science Foundation – Improving Undergraduate STEM Education
NOSS	National Organization for Student Success
PAEMT	Presidential Award for Excellence in Mathematics Teaching
OCC	Online Community Coordinator
PPM	AMATYC's Policy and Procedures Manual
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SBM	AMATYC's Spring Board Meeting

SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SLOPE	Scholarly Leaders Originating as Practicing Educators in Two-Year College Mathematics
SOA	Society of Actuaries
SPO	AMATYC's Strategic Planning and Orientation meeting
Summit-P	Collaborative Research: Researching institutional transformation in the context of interdisciplinary STEM partnerships to support student transfer of mathematical knowledge
SUMMA	Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MAA was established in 1990 to increase the representation of minorities in the fields of mathematics, science and engineering and improve the education of minorities.
TfP	Teaching for Prowess grant
TLC3	Transitioning Learners to Calculus in Community Colleges
TODOS	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
TPSE Math	Transforming Post-Secondary Education in Mathematics
Triangle Coalition	A Washington DC-based nonprofit organization comprised of more than 100 member organizations with representation from business, education, and scientific and engineering societies. The coalition's mission is to bring together the voices of business, government, and education to improve the quality and outcome of STEM education.
USAMO	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the IMO. The team is honored at a special event in Washington each June.
USNCMI	United States National Committee on Mathematics Instruction
UTMOST	Undergraduate Teaching of Mathematics with Open Software and Textbooks (NSF grant)
YM	YourMembership.com. AMATYC association management (online database) and web hosting service

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

Jim Slaughter, Certified Professional Parliamentarian-Teacher & Professional Registered Parliamentarian

336-378-1899(W) 336-378-1850(F) P.O. Box 41027, Greensboro 27404

web site: www.jimslaughter.com

Policy on a Welcoming and Inclusive Environment

The American Mathematical Association of Two-Year Colleges (AMATYC) is committed to providing an atmosphere that encourages the free expression and exchange of ideas. AMATYC values diversity in its membership and leadership and believes that a welcoming and inclusive environment encourages input from individuals with a variety of backgrounds and results in a stronger, more relevant organization. It is the policy of the organization that all participants in AMATYC activities will enjoy an environment where their presence and contributions are met with unbiased and equitable consideration.

AMATYC is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, nationality, ethnicity, religion or religious belief, age, marital status, sexual orientation or identification, disabilities, veteran status, or any other reason not related to scientific merit. The professional behavior and communication of AMATYC members should reflect an environment that is safe, respectful, and supportive of others.

The legal definition of harassment is “unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons”. (Source: <https://definitions.uslegal.com/h/harassment/>, retrieved 8/20/2021) Harassment is a form of misconduct that undermines the integrity of our organization.

This policy applies to all attendees including members, students, guests, staff, contractors and exhibitors, participants in professional sessions, tours, and social events of any AMATYC meeting or other activity. Participation in AMATYC activities indicates an agreement to behave in a manner consistent with these standards.

In the unfortunate event that an individual(s) experiences a possible violation of this policy, the incident should be reported to: amatyccares@amatyc.org, or the AMATYC leader of the individual's choice.

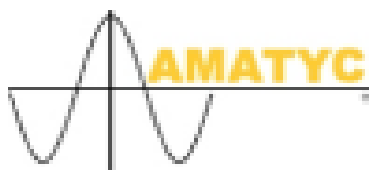
Approved October 26, 2021

2022-2023 Affiliate Visits

Affiliate Name	2022 Meeting Start Date	Who Plans to Visit in 2022	2023 Meeting Start Date	Who Plans to Visit in 2023
KYMATYC				
IMACC				
MichMATYC				
OhioMATYC				
INMATYC				
WisMATYC				
MichMATYC				
DelMATYC				
MMATYC				
PSMATYC				
WYMATYC	4/29/2022	Sarah Pauley		
ORMATYC	4/21/2022	BSteinhurst		
WAMATYC				
NMMATYC	5/20/2022	Shannon Ruth		
ArizMATYC	4/1-2/2022 10/7/2022	Shannon Ruth		
ArkMATYC	3/9/2022	Shannon Ruth		
TexMATYC	3/4/2022	Shannon Ruth		
ColoMATYC				
MOMATYC				
NebMATYC				
MinnMATYC				
NEMATYC				
NYSMATYC				
MATYConn				
OCMA				
IMATYC				
NDMATYC				
AlaMATYC				
GMATYC				
FTYCMA				
LaMsMATYC				
NCMATYC				
SOCAMATYC				
TMATYC				
CMC3				
CMC3-S				
UMATYC				
MATYCNJ				
VMATYC				
WVMATYC				

2022-2023 Affiliate Visits

Affiliate Name	2022 Meeting Start Date	Who Plans to Visit in 2022	2023 Meeting Start Date	Who Plans to Visit in 2023
KYMATYC				
IMACC				
MichMATYC				
OhioMATYC				
INMATYC				
WisMATYC				
MichMATYC				
DelMATYC				
MMATYC				
PSMATYC				
WYMATYC	4/29/2022	Sarah Pauley		
ORMATYC	4/21/2022	BSteinhurst		
WAMATYC				
NMMATYC	5/20/2022	Shannon Ruth		
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ArkMATYC	3/9/2022	Shannon Ruth		
TexMATYC	3/4/2022	Shannon Ruth		
ColoMATYC				
MOMATYC				
NebMATYC				
MinnMATYC				
NEMATYC				
NYSMATYC				
MATYConn				
OCMA				
IMATYC				
NDMATYC				
AlaMATYC				
GMATYC				
FTYCMA				
LaMsMATYC				
NCMATYC				
SOCAMATYC				
TMATYC				
CMC3				
CMC3-S				
UMATYC				
MATYCNJ				
VMATYC				
WVMATYC				

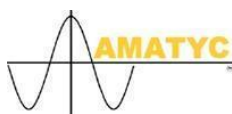


Board Liaison Assignments 2022-2023

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents	44 affiliate presidents	George Hurlburt
AMATYC Legal Advisor	Peter Georgakis	Laura Watkins
AMATYC Office (office@amatyc.org)	Beverly Vance, Christy Hunsucker, Christine Shott, Angela Poulin	Anne Dudley
AMATYC News	Jennifer Travis	Sarah Pauley
AMATYC Project ACCCESS	Lisa Feinman	Barbra Steinhurst
Editing Director	Vicky Mayfield	Nancy Rivers
Grants Coordinator	Megan Breit-Goodwin	Dennis Ebersole
Historian		Nancy Rivers
<i>IMPACT</i> - Mathematics Standards in the FTYC	Julie Phelps – Chair Evan Evans – Standards Digital Coordinator	George Hurlburt
MathAMATYC Educator	Johanna Debrecht – Editor George Alexander – Assistant Editor Keith Nabb – Production Manager	Kate Kozak
Mu Alpha Theta	Jonathan Weisbrod	Nancy Rivers
Online Community Coordinator (myAMATYC)	Karen Gaines	George Hurlburt
Professional Development	Behnaz Rouhani – Coordinator Mari Menard – Webinar Coordinator – Traveling Workshop Coord.	Dennis Ebersole
Student Mathematics League	Matthew Prager – Coordinator T.J. Duda – Test Developer	Eddie Tchertchian

Student Research League	Vinodh Chellamuthu – Coordinator	AJ Stachelek
Vice-Presidents (Senior VP)	8 VPs	Sarah Pauley
Website Coordinator		Shannon Ruth
Academic Networks (ANets)	Chair	Board Member
Adjunct Faculty Issues	Pat Barrientos	Brandon Bartley
Developmental Mathematics	Kim Granger	Alvina Atkinson
Division/Department Leadership	Chris Ward	Brandon Bartley
Equity	Benjamin Aschenbrenner	Nancy Rivers
Innovative Teaching and Learning (ITLC)	Jennifer Ackerman	Eddie Tchertchian
International Mathematics	Barbara Leitherer	Laura Watkins
Mathematics and Its Applications for Careers	Natalia Postrigan	Dale Johanson
Mathematics for Liberal Arts	Kathy Kazemi	Dale Johanson
Mathematics Intensive (MIC)	Robert Cappetta	Dennis Ebersole
Pathways	Helen Burn	Alvina Atkinson
Placement & Assessment (PAC)	Christine Mirbaha	Shannon Ruth
Research in Mathematics Education for TYC (RMETYC)	Frank Marfai	AJ Stachelek
Statistics	Rebecca Wong (TBA - SPO 2022)	Kate Kozak
Teacher Preparation	Mark Kuhlman	Sarah Pauley
Other AMATYC Activities	Leader	Board Member
Investments Board	Bill Steenken	Barbra Steinhurst

Nursing Math; Dana Center; MAA Collab.	Beth Kelch	Laura Watkins
Mars Project	Karen Gaines, Janet Tarjan	Laura Watkins
JCW (Joint Committee for Women in Mathematics)	Nan Sattler	Laura Watkins
National Math Summit	Nancy Sattler	Laura Watkins



Board Committee Assignments 2022 – 2023

Board Standing Committees: Required in By-Laws

Finance Committee

PPM 5.8 The Finance Committee shall be responsible for coordinating and presenting a budget to the Executive Board.

Members: Barbra Steinhurst (Chair), Laura Watkins, George Hurlburt, Brandon Bartley, Alvina Atkinson, Turi Suski, Anne Dudley

Foundation Board

PPM 14.3.1 Manage the affairs of the AMATYC Foundation.

Members: Kate Kozak (Chair), Barbra Steinhurst, Cheryl Cleaves, Laura Watkins, Sarah Pauley, Anne Dudley, Ernie Danforth, Bill Steenken, Fred Peskoff

Membership Committee

PPM 5.8.3 The membership committee shall be responsible for marketing and promoting the organization.

5.8.3 The membership committee shall assist the office in maintaining accurate membership lists.

Members: Eddie Tchertchian (Chair), Dennis Ebersole, AJ Stachelek, Alvina Atkinson, Dale Johanson, Shannon Ruth, Sarah Pauley, Brandon Bartley, Barbra Steinhurst, Anne Dudley*, Beverly Vance*
*ex officio

Nominating Committee

PPM 4.3.3 The Nominating Committee recommends a slate of candidates to the Executive Board for consideration at the Spring Board Meeting of an election year. The report on the nominating process will include the names of all persons considered for each position. In recommending the slate, the Nominating Committee must follow the term limits for each office as defined in the Bylaws.

Members: Kate Kozak (Past President, chair, non-voting except for tie) (kathryn.kozak@amatyc.org); Alexander Atwood (delegate not Affiliate President - Northeast) (atwooda@sunysuffolk.edu); Barbara Leitherer (at large - Mid-Atlantic) (bleitherer@cbbcmd.edu); Ellen Matheny (Affiliate President - Southeast) (ebmatheny@pstcc.edu); Tiani Ellis (delegate not Affiliate President - Midwest) (tiane.ellis@kctcs.edu); Chamila Ranaweera (delegate not Affiliate President - Central) (Chamila.Ranaweera@southeasttech.edu); Sonia Petch (Affiliate President - Southwest) (sjpetch@collin.edu); Sandra Wildfeuer (Affiliate President - Northwest) (sjwildfeuer@alaska.edu); Ben Moulton (at large - West) (Ben.Moulton@uvu.edu); Pete Wildman (at large - former board) (Peter.Wildman@sfcc.spokane.edu); Christine Mirbaha (at large - AMATYC leader) (CMirbaha@cbbcmd.edu); Pat Riley (at large - AMATYC leader) (patrick.riley@kctcs.edu)

Organizational Assessment Committee

- PPM Coordinates the planning and implementation of assessment of AMATYC programs and activities.
- 5.8.5 The Committee reports to the AMATYC Board on its findings and the implications for maintaining and improving the quality of AMATYC programs and activities.
- Members: George Hurlburt (Chair), AJ Stachelek, Nancy Rivers, **Barbara Leitherer**, David Tannor

Professional Development Committee

- PPM Monitors, coordinates, and evaluates AMATYC's professional development efforts in order to
- 5.8.4 provide the membership with high quality opportunities and a wide breadth of activities.
- Members: Nancy Rivers (chair), Dennis Ebersole, Sarah Pauley, Brandon Bartley, Laura Watkins*, Turi Suski*, Behnaz Rouhani*, Mari Menard*
- *ex officio

Strategic Planning Committee

- PPM 15.6 Assists with scheduled strategic planning sessions at Board meetings. Submits a report for Board consideration at each Board meeting, and submits a report for Delegate Assembly member consideration during the fall conference. Every six years, creates a new strategic plan.
- Members: George Hurlburt (Chair), Laura Watkins, Kate Kozak, Sarah Pauley, Shannon Ruth, Alvina Atkinson

Delegate Assembly Committees

Mathematics Excellence Award Committee

- PPM Recommend a recipient of the AMATYC ME Award to the Executive Board.
- 4.3.2
- Members: Dr. Aradhana Kumari (Northeast), Wes Crumpler (Mid-Atlantic), John Bennett (Southeast), Michael McLure (Midwest), Fenecia Foster (Central), Lorinda Fattic (Northwest), Kari Arnoldsen (West), Shannon Ruth (Southwest), Kate Kozak (Chair)

Teaching Excellence Award Committee

- PPM Select the recipients of the AMATYC TE Award in odd-numbered years.
- 4.3.1
- Members: George Hurlburt (PE, Chair), Bridget Dart (Northeast), Carol Howald (Mid-Atlantic), Vicki Todd (Southeast), Ben Aschenbrenner (Midwest), Sarah Davenport (Central), Seth Daugherty (Southwest), Celeste Peterson (Northwest), Kari Arnoldsen (West), Rachel DeAlejandro (Adjunct)

Delegate Assembly Minutes Approval Committee

- PPM 4.2.3 Approve the minutes of the Delegate Assembly.
- Members: Chair: **TBD**

Other Board Administrative Committees in Policy

Investments Board

- PPM 6.12 Provides continuity of oversight of the financial assets of the AMATYC reserve funds and assures that "prudent investor" precepts are developed and followed in managing the financial assets of the

AMATYC reserve funds. It is the duty of this board to implement and assure that all aspects of the AMATYC investment policy of the organization are followed with respect to the reserve funds.

Members: Bill Steenken (Chair), Phil Mahler, Judy Ackerman, Jim Ham, Anne Dudley*, Barbra Steinhurst*
*ex officio

Expenditure Approval Committee (EAC)

PPM 5.8.2 Approves over-budget line item expenses between Board Meetings.

Members: Barbra Steinhurst (Chair), George Hurlburt, Kate Kozak, Laura Watkins

Institutional Review Board (IRB)

PPM Approve, monitors, and reviews biomedical and behavioral research involving humans. The
ch.16 AMATYC IRB is responsible for critical oversight functions for research conducted on human subjects that are *scientific*, *ethical*, and *regulatory*.

Members: Anne Dudley (Chair), Laura Watkins, George Hurlburt, Frank Marfai, April Ström

Personnel Committee

PPM Reviews job performance evaluations of AMATYC office staff performed by the Executive
5.8.1 Director. Creates and reviews job descriptions for appointed positions. Assists the President as needed in candidate selection. Provides the President with a list of positions that will soon be up for appointment / reappointment.

Members: Sarah Pauley (Chair), George Hurlburt, Laura Watkins, Kate Kozak, Barbra Steinhurst, Anne Dudley

Social Networking Committee

PPM The Professional Networking Committee shall provide assistance and input into AMATYC's
11.10 presence on social media.

Members: Eddie Tchertchian (chair), Dale Johanson, AJ Stachelek, Julie Gunkelman

Tax Review and Audit Committee

PPM 5.8 Review AMATYC's year-end financials; Review IRS form 990 prior to its filing on May 15th; Review the Conflict of Interest Policy/completed forms; review the results of the annual audit, answer questions, and consider recommendations from the auditor.

Members: Barbra Steinhurst (Chair), Anne Dudley, George Hurlburt, Kate Kozak, Laura Watkins, Christy Hunsucker

Conference Committee

PPM 8.3 Manage all aspects of the annual conference.

Members: Turi Suski (Chair), Todd Stine, Michael Pemberton, Julie Gunkelman, Nathalie Vega-Rhodes, Crystal Wiggins, Sean Saunders, Amanda Olson

Other Committees (Ad hoc Committees, Task Forces, Search Committees, Other)

Committee

PPM Revision Committee – George Hurlburt (chair), Nancy Rivers, AJ Stachelek, Brandon Bartley, Shannon Ruth, Anne Dudley, Barbra Steinhurst

Task Force on TE PPM language - Laura Watkins (chair), Sarah Pauley, Anne Dudley
Task Force on 50th Anniversary Celebration – Nancy Rivers (chair), Alvina Atkinson, Turi Suski, Chris Ward, Jane Tanner, Nancy Sattler, Cheryl Cleaves, Nikita Patterson
Task force to review of PPM 6.4 Members: Anne Dudley (chair), Barbra Steinhurst, Christy Hunsucker, Peter Georgaki
Task force to update the Dual Enrollment Position Statement Members: Dennis Ebersole (board contact); Robert Cappetta (Robert.Cappetta@fsw.edu) Math Intensive Committee; Nancy Sattler(Nsattler@terra.edu), Developmental Mathematics Committee; and Alvina Atkinson, the Division/Department ANet
Campus Representative Review Ad Hoc Committee Members: Anne Dudley (chair), Dennis Ebersole, Dale Johanson
Welcoming Environment Statement Review Task Force Members: Laura Watkins (chair), Nancy Rivers, Alvina Atkinson, Marilyn Mays
AMATYC Guidelines For Internships For Two-year College Mathematics Faculty Task Force - Members: Dennis Ebersole (chair), Laura Watkins, Eddie Tchertchian, Dana Clahane
Task force to revise the Guidelines for Mathematics Departments at Two-Year Colleges Members: Dennis C. Ebersole , Christine Mirbaha (Placement and Assessment), Alison Thimblin, Rob Farinelli, Reem Jaafar, Crystal Wiggins, Barbara Leitherer, Guillermo Alvarez Pardo
Task force to revise the Position Paper on Time Limits for Course Prerequisites Members: Helen Burn (Pathways), Leah beck ltbeck@collin.edu (Statistics), Christine Mirbaha (Placement and Assessment), Sam Pinkava (International Mathematics), Kathryn Kozak
Task force on Historian Members: Nancy Rivers (chair), Dale Johanson , Anne Dudley , Kate Kozak , Russell Simmons
Task force on Public Relations/Marketing Members:Eddie Tchertchian (chair) , Sarah Pauley , Barbra Steinhurst , Turi Suski
Standards Ad hoc Committee Members: George Hurlburt (chair), Dennis Ebersole, Kate Kozak, Nancy Rivers, AJ Stachelek
Advisory Committee to the Executive Board Task Force Members: Bill Steenken (Chair), Alvina Atkinson, Cheryl Cleaves, Anne Dudley, Jim Ham, Kate Kozak, Barbra Steinhurst, Turi Suski, Eddie Tchertchian

AMATYC CONFLICT OF INTEREST AGREEMENT

AMATYC has adopted its conflict of interest policy to assist the Executive Board in carrying out its duties and responsibilities in an ethical manner while also protecting the integrity of the organization as a whole.

The Conflict of Interest Policy and Agreement covers interests of a monetary or economic nature and religious, political, corporate or institutional interests which may influence an elected or appointed person's duties and responsibilities in an AMATYC position. The Policy covers instances where there may be a personal benefit or the avoidance of loss or any instances in which there is a personal benefit resulting from information obtained.

As an elected or appointed leader or staff member of AMATYC, I understand that a conflict of interest is any situation in which a personal interest of mine may be incompatible or in conflict with my responsibility in my AMATYC position or my membership in another organization may, or may be perceived, to influence me carrying out my duties and responsibilities.

I accept that conflicts of interest may be real – that is, an interest that may influence my AMATYC duties and responsibilities; or potential, in that it could influence; or apparent, where there are reasonable grounds to believe there may be a conflict even if, in fact, there is none.

To avoid real, potential or apparent conflict of interest situations, I agree that I will:

- declare a conflict of interest and the nature of the conflict, at the earliest opportunity to the AMATYC Executive Board or President
- ensure the conflict is recorded
- if unsure whether there is a conflict, raise the potential or apparent conflict with the President and Executive Board for its decision and refrain from voting

Where a conflict does exist, I agree to:

- withdraw from the discussion while the matter is being discussed and/or voted upon
- not attempt in any way before, during or after the meeting to influence the voting
- not discuss anything in relation to any decision taken on the matter outside of the meeting

As an AMATYC leader or staff member, I understand and accept that if I violate the above Policy in any way that the Executive Board may exercise one of the following options:

- issue me a verbal or written reprimand
- request that I resign
- recommend to the President that my appointment be rescinded

I _____ hereby agree to abide by the AMATYC Conflict of Interest Policy
(AMATYC Leader/Staff Printed Name)
at all times in exercising my responsibilities as an AMATYC leader or staff member.

Signature of AMATYC Leader or Staff Member _____

Date _____

Disclosure of Current activities AMATYC Conflict of Interest

Please provide the information requested below regarding **relevant** organizational/business affiliations, grant involvement, publications, and additional information (if any). Information is “relevant” if it is related to – and might reasonably be of interest to others concerning – your knowledge, experience, and personal perspectives regarding the AMATYC position and any potential source of bias or conflict.

I. **ORGANIZATIONAL AFFILIATIONS.** Report your relevant business relationships (as an employee, owner, officer, director, consultant, author etc.) and your relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest or civic groups, etc.).

II. **GRANT SUPPORT.** Report relevant information regarding both public and private sources of grant support (other than your present employer), including sources of funding, equipment, facilities, etc.

III. **PUBLICATIONS.** List any professional publications or other publications related to the teaching mathematics.

IV. **ADDITIONAL INFORMATION.** If there are relevant aspects of your background or present circumstances not addressed above that might reasonably be construed by others as affecting your judgment in matters related to your AMATYC position for which you have been invited to serve, and therefore might constitute an actual or potential source of bias, please describe them briefly.

Signature of AMATYC Leader or Staff Member _____

Date _____

Email Motions and Other Board Actions since January 1, 2022

Submitted by Nancy Rivers, AMATYC Board Secretary 2020- 2023

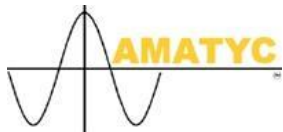
Email Motion #1: That the 2022 SPO minutes be approved as submitted. (Approved January 24, 2022)

Email Motion #2: That AMATYC host the Sixth National Mathematics Summit (NMS) to be held on November 12 and 13, 2024 in Atlanta, Georgia prior to the 2024 AMATYC annual conference. (Approved February 28, 2022)

Sunshine Fund

Balance as of Jan. 27, 2022	350.86
Current Balance	\$350.86

Attachment B: Rules of Conduct



RULES OF CONDUCT AMATYC Spring Board Meeting (SBM) March 25, 26, April 8, 9, 2022

A. Robert's Rules of Order are used. The parliamentarian is **Sarah Pauley**.

Additions or deviations to Robert's Rules:

- Motions submitted after the deadline (February 15, 2022) must have at least one co-sponsor.
- Motions related to extended time will not be recorded in the minutes.
- Motions that do not make it to the floor will not be noted in the minutes.
- Motions that were discussed but withdrawn will be noted in the minutes.
- Instances when gavel is passed back and forth are not mentioned in the minutes.
- Attachments to the motions that are approved by the Board, but require slight modifications, will be edited by the person who wrote the motion and he/she will send the clean copy as well as one with track changes to the secretary after the board meeting.
- Attachments of withdrawn motions will not be included in the minutes.

C. The following time limits will be applied unless otherwise noted:

Reports (R) - 5 minutes	Times on individual items may be extended by a majority
Discussion items (D) – 10 minutes	vote of the Board. Some items in the agenda may have
Motions involving discussion (M) – 15 minutes	different values assigned than listed here. The timekeeper is
	Dennis Ebersole

- D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display the “thumbs up” or “thumbs down” signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order, if appropriate. **Please silence all cell phones.** Refrain from computer use other than board business.
- F. The following individuals are asked to track items throughout the meeting.
1. Items relating to Conference: **Sarah Pauley** and **Dale Johanson** (Report to Turi at the end of SBM.)
 2. Items relating to Budget: **Brandon Bartley** and **Alvina Atkinson**. (Report to Barbra Steinhurst prior to the end of SBM so the information can be incorporated into the budget).
 3. Items relating to the Office: **Shannon Ruth** and **Eddie Tchertchian**. (Report to Anne Dudley at end of SBM).
 4. Items relating to VPs: and all VPs.
 5. Items to address at a future board meeting: **Kate Kozak** and **Barbra Steinhurst**. (Report to the President at the end of SBM.)
 6. Items related to the PPM: **Laura Watkins**.
- G. Draft minutes will be available electronically each evening beginning Friday evening, unless otherwise specified by Nancy Rivers. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day(s) for completeness and accuracy of motions and return comments electronically to Nancy by the following morning.

March 25 Minutes: **Kozak, Johanson, & Ruth**

March 26 Minutes: **Steinhurst, Ebersole, & Tchertchian**

April 8 Minute: **Bartley, Pauley, & Johanson**

April 9 Minutes: **Stachelek, Ebersole, & Kozak**

Attachment C: Order of Business



Order of Business – Meeting Agenda AMATYC Executive Board Spring Board Meeting (SBM 2022)

The board meeting will proceed in a linear fashion with the exceptions listed below.

Parking Lot: during SBM there may be time to discuss items raised in board reports or by AMATYC members. Discussion items may be added to the Parking Lot during the meeting. Items in the Parking Lot can be discussed in any order. An initial list is included in Section O in this order of business. If appropriate, some Parking Lot items will be discussed in Executive Session.

Reports (R) – 5 minutes Discussion (D) – 10 minutes Motions (M) – 15 minutes

Page	Agenda Item	Who?	Notes
	Call to Order	Watkins	
Section A: Meeting Plan, Rules of Conduct, Agenda, Reference Materials			
A1-A2	Meeting Plans	Watkins	
A3	AMATYC Mission, Vision, Core Values	Watkins	
A4-A5	AMATYC Strategic Plan (2018-2023)	Watkins	
A5-A7	Acronyms	Watkins	
A8	Brief Robert's Rules of Order (Parliamentary Motions Guide)	Watkins	
A9	Policy on a Welcoming Environment	Watkins	
A10-A11	Affiliate Visits (2022-23)	Watkins	
A12-A13	Board Liaison Assignments	Watkins	

A14-A17	Administrative/Ad Hoc/Other Committees	Watkins	
A18-A19	Conflict of Interest	Watkins	
A20	Email Motions since January 1, 2022	Watkins	
A21-A22	Rules of Conduct	Watkins	
A23	(M) Adopt Rules of Conduct	Watkins	
A24-A31	Order of Business	Watkins	
A32	(M) Adopt Order of Business	Watkins	
B. Consent Calendar Reports, Board Member Reports			
B1	President	Watkins	
B3	President-Elect	Hurlburt	
B5	Past President	Kozak	
B7	Secretary	Rivers	
B10	Treasurer	Steinhurst	
B12	Northeast VP*	Stachelek	
B14	Mid-Atlantic VP	Ebersole	
B17	Southeast VP	Atkinson	
B19	Midwest VP	Bartley	
B21	Central VP	Johanson	
B23	Southwest VP	Ruth	

B25	Northwest VP	Pauley	
B27	West VP	Tchertchian	
C. Consent Calendar- Motions/Reports			
C1	EAC and Audit report	Steinhurst	
C2	(M) Consent Reports and Motions	Watkins	
D. Academic Network Reports and Motions			
D11	(R) Equity Committee	Aschenbrenner/ Rivers	
D1	(R) Adjunct Faculty Issues	Barrientos/ Bartley	
D4	(R) Developmental Mathematics (DMC)	Granger/Atkinson	
D8	(R) Division and Department Leadership	Ward/Bartley	
D15	(R) Innovative Teaching and Learning (ITLC)	Ackerman/ Tchertchian	
D19	(R) International Mathematics	Leitherer/Watkins	
D24	(R) Mathematics and its Applications for Careers (MAC)	Postrigan/ Johanson	
D27	(R) Mathematics for Liberal Arts	Kazemi/Johanson	
D29	(R) Mathematics Intensive (MIC)	Cappetta/Ebersole	

D36	(R) Mathematics Pathways	Burn/Atkinson	
D39	(R) Placement and Assessment (PAC)	Mirbaha/Ruth	
D43	(M) Endorse revisions to “Initial Placement of Students into the Mathematics Curriculum” position statement	Mirbaha/Ruth	
D51	(R) Research in Mathematics Education for Two Year Colleges (RMETYC)	Marfai/Stachelek	
D57	(R) Statistics	Wong/Kozak	
D64	(R) Teacher Preparation	Kulman/Pauley	
M. New Business			
M1	(M) Website Coordinator Duties (PPM 12.4.2)	Hurlburt/Ruth	
M7	(M) ANet Chair General Duties (PPM 9.1.1)	Hurlburt	
M11	(M) Extending Temporary Adjunct and Retiree Conf Rate Exceptions (PPM 8.12.3.7)	Treasurer (Steinhurst)	
M14	(M) Discount Conference Registration Rate (PPM 6.10.5, 8.12.4)	Treasurer (Steinhurst)	
M15	(M) Purchasing Procedure (PPM 6.4)	Dudley	
M18	(M) Southwest Regional Conference	Doyle/Jennings/ Ruth	
M24	(M) Update Financial Policy (PPM 6.14.6)	Treasurer (Steinhurst)	
E. Services / Coordinators/ Directors / Publications / Grants			

E1	(R) Editing Director	Mayfield/ Rivers	
E8	(R) <i>AMATYC News</i> Editor	Travis / Pauley	
E12	(R) <i>MathAMATYC Educator</i> Editor	Debrecht/Kozak	
E15	(R) <i>MathAMATYC Educator</i> Assistant Editor	Alexander/Kozak	
E18	(R) <i>MathAMATYC Educator</i> Production Editor	Nabb/Kozak	
E19	(R) Website Coordinator	Pescosolido/Ruth	
None	(R) Historian	(vacant)/ Johanson	
E24	(R) SML Coordinator	Pragel/ Tchertchian	
E26	(R) SML Test Developer	Duda/ Tchertchian	
E27	(R) SRL Coordinator	Chellamuthu/ Stachelek	
E29	(R) Professional Development Coordinator	Rouhani/Ebersole	
E31	(R) Webinar Coordinator & Traveling Workshop	Menard/Ebersole	
E34	(R) Mu Alpha Theta	Weisbrod/ Rivers	
E36	(R) Project ACCCESS Coordinator	Feinman/ Steinhurst	
E38	(R) Online Community Coordinator	Gaines/Hurlburt	

E41/E45	(R) Mathematics Standards Chair (IMPACT) and Standards Digital Coordinator (IMPACT Live!)	Phelps and Evans/Hurlburt	
E47	(R) Grants Coordinator	Breit-Goodwin/ Ebersole	
E50	(R) StatPREP Grant	Kozak	
E51	(R) Aspire Alliance	Watkins	
E53	(R) Project Launchpad (Project ACCCESS)	Watkins	
E55	(R) TtP Grant	Dudley	
	(R) CIMI Project*	Martin	
L. Executive Session			
L1	(M) Consent Appointments	Watkins	
L2	(M) Keynote Speakers for Atlanta	Hurlburt	
	(D) Executive Session Parking Lot	All	
	(R) Personnel Committee	Pauley	
	(M) Mathematics Excellence Award	Kozak	
F. Staff: March 25th, 1-2 pm			
F1	(R) Executive Director	Dudley	
F3	(R) Office Report	Dudley/ Vance/ Shott/ Hunsucker/ Poulin	
G. Conference			

G1	(R) Conference Coordinator	Suski	
G8	(R) Program Coordinator	Pemberton/ Suski	
G18/G19	(R) Assistant Program Coordinator Report	Gunkelman/ Pemberton/Suski	
G22	(R) Assistant Conference Coordinator	Vega Rhodes/Suski	
G23	(R) Exhibitor Chair	Stine/Suski	
G24	(R) Advertising Coordinator	Wiggins/ Suski	
G25	(R) 2021 LEC - Toronto	Saunders/ Suski	
G27	(R) 2022 LEC – Omaha	Olson/ Suski	
G28	(R) 2023 LEC – Atlanta	Patterson/Suski	
GG. Other Conference			
GG1	(R) Maritz Post Phoenix Conference Report	Suski	
GG24	(R) Phoenix Conference Evaluation Report	Suski	
GG29	(R) Whova Post Phoenix Conference Report	Suski	
H. Administrative Committees			
H1	(R) Nominating Committee Report	Kozak	
H4	(R) ME Award Committee	Kozak	
H6	(R) TE Award Committee	Hurlburt	

H9	(R) Professional Development Committee	Rivers	
H11	(R) Organizational Assessment Committee	Hurlburt	
H12	(R) Membership Committee	Tchertchian	
H13	(R) Social Networking Committee	Tchertchian	
H15	(R) Foundation	Kozak	
H16	(R) Past Presidents Advisory Board	Kozak	
H19	(R) Membership Report*	Dudley/ Vance	
I. Treasurer/Budget: April 8th, 2:00 – 3:00 PM			
	(M) Approval of Cash Account Register*	Steinhurst	
	Treasurer's Report*	Steinhurst	
	Historical Data (2010 – 2021)*	Steinhurst	
	2023 Draft Budget*	Steinhurst	
	Investment Board Report*	Steenken	
J. Ad hoc Committees			
J1	(R) PPM Revision Committee	Hurlburt	
J2	(R) Task force for Guidelines for Dual Enrollment	Cappetta/Ebersole	
J3	(M) Minor Revisions to Guidelines for Dual Enrollment in Mathematics	Cappetta/Ebersole	
J6	(R) Task Force 50th anniversary	Rivers	

J8-	(M) AMATYC History Revision (PPM 12.6)	Rivers	
J10	(R) Guidelines For Internships For Two-year College Mathematics Faculty Task Force	Ebersole	
J11	(R) Policy on a Welcoming Environment Revisions Committee	Watkins	
J12	(M) Policy changes to support Policy on Welcoming Environment (PPM 2.1.7/PPM 5.8.6)	Watkins	
J16	(R) Book Review	Rivers	
J17a	(R) Task force to revise Position Statement on Time Limits for Course Prerequisites	Kozak	
J17b	(M) Approval of the Time Limits for Course Prerequisites position statement	Kozak	
J19	(R) Historian/History Task force	Rivers	
J21	(R) Task force on AMATYC Public Relations and Marketing	Tchertchian	
J22	(R) Ad hoc committee on Standards	Hurlburt	
J24	(R) Task force on Guidelines for Mathematics Departments at Two-Year Colleges	Ebersole	
J26	(R) Ad hoc Advisory Committee Report	Steenken/Kozak	
K. Strategic Planning: March 26th, 1:00 – 2:00 PM, April 8th, 11:30 – 12:30 PM			
K1	Strategic Planning	Hurlburt/ All	
K25	Draft Mission and Values Statements	Hurlburt/All	
N. Partnerships/ Miscellaneous Reports			

N1	(R) Carnegie Math Pathways	Watkins/ Sattler	
N4	(R) Joint Committee on Women in Mathematical Sciences (JCW)	Watkins / Sattler	
N9	(R) Journey to Mars	Gaines/Watkins	
N10	(R) National Mathematics Summit	Watkins/ Sattler	
N11	(R) TPSE-Math	Watkins/Sattler	
N13	(R) Teaching for Prowess (TfP)	Dudley	
O: Parking Lot / Motion to Adjourn			
O1	Parking Lot Discussion Items	All	
O2	(D) CBMS Statement on Equity, Diversity, and Inclusion	All	
O7	(M) Motion to Adjourn	Watkins	

* Report yet to be received

** Additional documents are available in a Google folder

Updated March 15, 2022

Attachment D: Initial Placement of Students into the Mathematics Curriculum

Position Statement for the American Mathematical Association of Two-Year Colleges (AMATYC)

Initial Placement of Students into the Mathematics Curriculum

Rationale

Appropriate placement into entry-level mathematics courses is a concern for many in higher education. Placement policies must be used to provide access to a college education, and ensure that all students who enroll in a mathematics course have the opportunity to achieve success.

Definitions

Gateway course: first credit bearing mathematics course required for an undergraduate degree.

Multiple measures: could be the use of multiple criteria to determine placement or it could include a *al carte* placement criteria.

Social and emotional assets: growth mindset, motivation, family and work obligations, special needs, educational, career, personal goals, etc.

Institutional Responsibilities

AMATYC recommends that all colleges develop policies for the initial placement of students into the mathematics curriculum. Placement policies should ensure students are placed in the most appropriate math pathway aligned to their program of study. The placement policy should include multiple measures of college readiness, align to multiple mathematics pathways, and ensure that the vast majority of students can access mathematics gateway courses within their first year of enrollment.

Policies for the placement of all college students entering the mathematics curriculum must include recommendations from the mathematics department. These policies must be applied equitably to all students and should incorporate the use of multiple measures.

Multiple measures could include the following:

- High school GPA
- Math specific high school GPA
- GED scores or equivalence
- Scores on college entrance examinations
- Scores on placement tests and related assessments
- Guided self-placement
- Social and emotional assets.

Faculty Responsibilities

Review of the placement process should be ongoing. Colleges should continually evaluate placement procedures as content, pedagogy, and technology evolve. Mathematics faculty must be involved in the

evaluation process of the institution's placement practices and processes used for initial placement into the mathematics curriculum.

Placement processes are paramount for student success. As such, institutions must design structures to support students in pursuit of their academic path.

Approved at the Delegate Assembly, November 6, 2021

Placement and Assessment Committee. Adopted by Delegate Assembly Fall 2002

Reaffirmed by the Placement and Assessment Committee, Spring 2013

Attachment E: PPM 12.4.2

12.4.2 Website Coordinator

The website coordinator maintains AMATYC's website and assists AMATYC ANets, committees and affiliates with Internet-related technical assistance.

Appointment Process

The Website Coordinator is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is three years. The starting date of each term is January 1 and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. [<FBM 2007>](#)[<FBM 2017>](#)[<SBM 2020>](#)

General Duties

1. Ensure that all content of the AMATYC website has the prior approval of the Board liaison, in consultation with the President, and that the content conforms to website content policy.
2. Develop policies and procedures for Board approval for adding content and for updating existing content.
3. Maintain contact information on the website for Board members, the national office, ANet chairs, committee chairs, affiliates, and conference chairs.
4. Create and maintain web pages for each of the following, as needed:
 - Links to the affiliate websites
 - Links to affiliate conferences
 - Links to AMATYC ANet and Committee websites
 - Links to other mathematics professional organizations
 - Links to the AMATYC Foundation
 - Position announcements per policies
 - A job board
 - Links to existing AMATYC documents and publications
 - Up-to-date information about the Student Math League
 - Up-to-date information about the Student Research League
 - Up-to-date information about the Teaching Excellence and Mathematics Excellence award and awardees
 - Links to documents used by AMATYC leadership
 - Links to documents relevant to the AMATYC Delegate Assembly

- Other areas as needed
5. Maintain web pages for the annual conference. <FBM 2012>
 6. Maintain a web page of position announcements per policies.
 6. Publish on the website existing AMATYC documents as approved by the liaison, in consultation with the President.
 7. Publicize AMATYC workshops and AMATYC-endorsed workshops.
 8. Publish AMATYC public relations material on the website.
 9. Publish official AMATYC press releases on the website.
 10. Include on the website announcements or other information that facilitate the mission of the Executive Board, national office, ANets, committees, affiliates, and annual conferences.
 11. Maintain and publish a calendar of professional meetings, conferences, and workshops.
 12. Publish advertising forms and materials. Web ads are to be posted on the 1st and 15th of each month (or the last business day preceding the date. <SBM 2007>
 13. Post the AMATYC advertising packages, deadlines and rates on the AMATYC website by June 1 for the following year.
 14. Review the list of FTP accounts each year during March to determine if they are valid and being used with the linked subdomain. A list of all apparently inactive FTPs will be sent to the liaison and the President by April 1. The President in consultation with the liaison will confirm the deletion of the inactive FTPs. <FBM 2007>

Support Duties

1. Assist ANets and committees in electronically publishing material such as newsletters on the AMATYC website or other site as appropriate.
2. Provide technical assistance as requested to affiliates to establish or maintain affiliate websites.
3. Attend the annual conference and provide technical assistance as requested.

Attachment F: PPM 9.1.1

9.1.1 ANet Chair

Appointment Process

A call to all members of the ANet will be made to announce the retirement of the current chair. Each potential chair will submit a short statement to the President or President-Elect outlining his/her qualifications, plans, etc., for the ANet. The AMATYC President or President-Elect, in collaboration with the outgoing ANet's chair and/or board liaison, will review the statements and submit for approval by the Executive Board a recommendation for appointment.

Term of Office

The term length is two years. The starting date of each term is January 1 in even-numbered years, and the ending date is December 31 in the next odd-numbered year. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. In the event that an ANet chair retires, or is removed by the Executive Board, the AMATYC President will appoint an interim chair to serve the remainder of the term.

ANet chair appointments should be made in spring or summer prior to the change of officers to allow for a smooth transition, and to allow the incoming chair to participate in identifying potential ANet Representatives.

Membership Status

ANet chairs must be regular AMATYC members for the duration of their term in office.

General Duties

1. Work with the ANet Executive Committee to determine and document any efforts/activities of the ANet, and identify any resources necessary for achievement of the ANet's goals.
2. Work closely with the Executive Board liaison to communicate and coordinate ANet activities and request support needed.
3. Submit two board reports annually: a Spring Board Report and a Fall Board Report, utilizing the appropriate board report template.
4. Post minutes of the ANet committee meetings, particularly of the meeting held during the AMATYC Annual Conference, on myAMATYC.
5. Communicate through myAMATYC and meet virtually with the ANet membership throughout the year.
6. Meet with the President-Elect during the conference of odd-numbered years and the AMATYC Board at each fall board meeting to help the ANets develop strategies to implement AMATYC's Strategic Plan as it relates to the ANet's goals and objectives.
7. Oversee and submit to the Executive Board liaison any updates to the goals and objectives of the ANet for the Policy and Procedures Manual as well as the AMATYC website.
8. Facilitate the creation and review of position statements following the process outlined in the Policy and Procedures Manual.
9. Submit all correspondence requests that involve the entire AMATYC membership to the Executive Board liaison for approval and transmission.
10. Collaborate and communicate with other ANet chairs whenever possible.
11. Perform all other duties necessary for the ANet to function.

Attachment G: PPM 8.12.3.7

8.12.3.7

7. (A) Temporary Retiree Rate Exception The full conference registration rate for retirees for the 2017 through 2027 AMATYC Annual Conferences will be one-half of the corresponding full registration rates as defined in the table below and will not include ticketed functions. The retired registrant must be an AMATYC member to be eligible for this reduced rate. Individuals who receive AMATYC support for the conference will not be eligible for these rates.

	Member	
<i>Rate Class</i>	<i>Discount</i>	<i>Regular</i>
Retiree Full Conference Rate	$0.5 * C$	$0.5 * C + 40$

(B) Temporary Adjunct Rate Exception The reduced adjunct conference registration rate for adjuncts for the 2017 through 2027 AMATYC Annual Conferences be two-thirds of the regular annual conference discount registration rate (rounded to the nearest dollar) as defined in the table below. This rate includes all ticketed functions. The adjunct registrant must be an AMATYC regular individual, lifetime, or adjunct member and must not be employed full-time to be eligible for this reduced rate. Individuals who receive AMATYC support for the conference are not eligible for this rate.

	Member	
<i>Rate Class</i>	<i>Discount</i>	<i>Regular</i>
Adjunct Full Conference Rate	$(\frac{2}{3}) * C$	$(\frac{2}{3}) * C + 40$

Attachment H: PPM 6.4

6.4 Purchasing Procedure

The Purchasing Procedure of the American Mathematical Association of Two-Year Colleges (AMATYC) is designed to balance the efficient running of AMATYC and maximize the value of every dollar expended. To that end, the value of the purchase determines the procedure that should be followed. Depending on the dollar value of the order, the bidding process may take the form of a telephone or email quotation, a written bid, or a formal request for proposal. In all cases, purchases must be made from approved budget or Expenditure Approval Committee (EAC) allocations.

Tier 1 (purchases totaling less than \$4,000 annually)

The budget manager is responsible for determining the specifications of the purchases and selecting the appropriate vendor after researching what would be considered a reasonable cost for the item.

The Office, with the Executive Director supervision, is allowed to purchase additional conference materials (bags, note pads, programs, etc.) when conference pre-registrations exceed expectations for an amount not to exceed \$4,000. <SBM 2010>

Tier 2 (at least \$4,000 annually but less than \$10,000 annually)

The budget manager determines the specifications of the purchases and makes a recommendation on a vendor to the President, Executive Director, or the Expenditure Approval Committee after receiving three written quotes from potential vendors.

Tier 3 (\$10,000 or more annually)

The budget manager is responsible for preparing a Request for Proposals (RFP) and a list of potential vendors. A format for the RFP is available from the AMATYC office, which will assist the budget manager in the preparation, duplication, and mailing of the RFPs. The budget manager is responsible for reviewing submitted proposals and making a recommendation on a vendor to the Expenditure Approval Committee.

Conflict of Interest

All potential conflicts of interest (PPM 2.1.1) must be brought to the attention of the President, Executive Director, or the Expenditure Approval Committee prior to the review of proposals or the awarding of a contract.

Attachment I: Southwest Regional Conference

Proposal for AMATYC Southwest Regional Conference

Details below are tentative.

Dates and Locations of the Conference	
Dates	Thursday, June 15 - Saturday, June 17, 2023
Location	Hot Springs, Little Rock, or Jonesboro, Arkansas
Conference Organizers	
Organizer & Host	Duane Doyle <i>ArkMATYC President</i> Arkansas State University-Newport 7648 Victory Blvd Newport, AR 72112 870-512-7863 duane_doyle@asun.edu
Organizer	Frank Marfai <i>ArizMATYC President</i> Phoenix College 1202 W. Thomas Road Phoenix, AZ 85013 602-285-7164 frank.marfai@phoenixcollege.edu
Organizer	Elizabeth Gamboa <i>NMMATYC President</i> Doña Ana Community College 2800 Sonoma Ranch Blvd Las Cruces, NM 88011 575-527-7500 egamboa@dacc.nmsu.edu
Organizer	Chris Oehrlein <i>OKMATYC President</i> Oklahoma City CC 7777 South May Avenue Oklahoma, OK 73159 coehrlein@occc.edu

Organizer	<p>Sonia Petch <i>TexMATYC President</i> Collin College – McKinney 2200 W University Dr McKinney, TX 75071 972-549-6347 sjpetch@collin.edu</p>
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M20

Organizer	<p>Shannon Ruth <i>AMATYC Southwest Vice President</i> GateWay Community College 108 N 40th Street Phoenix, AZ 85034 602-286-8703 shannon.ruth@gatewaycc.edu</p>
Conference Chairs	
Conference Chair	<p>Teresa Jennings Arkansas State University-Beebe P. O. Box 1000 Beebe, AR 72012 501-882-8875 tjennings@asub.edu</p>
Local Arrangements Chair	TBD based on final conference venue
Program Chair	TBD
Vendor Chair	TBD
Conference Details	
Number of projected participants	200
Tentative Title of the Conference	<p>AMATYC Southwest Region Conference: “ _____ ”</p>

Theme/Purpose of the Conference	Conference topics will include active learning techniques, multiple measures for placement, and other topics deemed relevant by the conference committee.
Conference Location (City)	Hot Springs, Little Rock, or Jonesboro, Arkansas
Conference Space (Meeting Rooms & Lodging)	To be determined based on venue availability. Duane Doyle and Teresa Jennings are researching and will report back in April 2022. Team will make a final venue decision at that time.
Financial Plan for Renting Space	Conference organizers will reach out to ArizMATYC, ARMATYC, OKMATYC, NMMATYC, and TexMATYC for seed money with the understanding that if we do not get enough vendors to cover this cost, this deposit will not be reimbursed.
Commitment to AMATYC	
Advertising	All advertising will clearly state this as an AMATYC Regional Conference

M21

AMATYC President	The AMATYC President or President's designee will be invited to participate in a mutually agreed upon part of the program.
Membership in AMATYC	The Regional Vice President will be present to promote membership and a table with Membership materials will be staffed throughout the conference.
Time Table	
One year prior	Determine Date Create Budget Secure Funding Secure Accommodations Secure Conference Location Design Website Design "Save the Date" flyers

Nine months prior	Locate Keynote Speaker(s) Activate website Post Conference link on affiliate websites Email "Call for Presenters" Send "Save the Date" flyers Design Announcements
Six months prior	Second email "Call for Presenters" Email Announcements Request materials from AMATYC: flyers, brochures, bags, door prizes & a Table Display (with publications) to be shipped to conference location Secure food vendor
Two months prior	Vendor deadline (close vendor registration link) Presenter deadline (close presenter registration link) Email presenters Design, print & sign certificates for presenters Design evaluation for Sessions Create schedule/Agenda & post on website Design program Design & order name tags Order food Secure door prizes Check-in with Keynote Speaker(s)
Three weeks prior	Presider deadline, if needed (close presider link) Send reminder email Make arrangements for facilities

M22

	Email presenters to confirm sessions with locations and times
One week prior	Registration deadline (close online registration link) Compile list of attendees to print name tags Make signage Purchase thank you gifts for keynote speakers Create presider packets, if needed Finalize conference program and send to print Secure designated photo-takers

One day prior	Purchase any food that won't be catered along with paper goods as needed. Ensure space is ready to go and necessary materials are on site if possible.
Day of	Arrive two hours early for set up (directional signage, room setups, IT support, etc.). Ensure registration table is prepared (sign-in sheets, nametags, ways to process registration payment as needed)
Budget Estimate	
Printed Materials (flyers, certificates, program, address labels, name tags)	\$200.00
Postage and Miscellaneous	\$500.00
Food (Friday breakfast, Friday lunch, Saturday breakfast)	\$5,000.00
Materials (pens, pencils, notepads, folders, bags)	\$150.00
Facilities (including hospitality room, Internet connections, grand meeting room, keynote speaker room)	\$600.00
Total	\$6,450.00
Income Estimate	
Participant Registration fee \$85 for early registration (one month prior) \$100 for late registration (after early registration deadline)	\$19,000.00
Vendor Registration fee \$200 for early registration (one month prior) \$250 for late registration (after early registration deadline)	\$1,500.00
Total	\$20,500.00
Post-Conference	

M23

Conference Evaluation	Electronic evaluation forms will be used to determine the success of the conference.
Report to AMATYC Board	The Conference Chair will file a written report to the AMATYC Board by August 2023 summarizing the conference evaluations.

Thank you to the AMATYC Executive Board for consideration of this proposal!

Attachment J: PPM 2.1.7, 5.8

2.1.7 Welcoming and Inclusive Environment Policy

The American Mathematical Association of Two-Year Colleges' (AMATYC) "Policy on a Welcoming and Inclusive Environment" will be posted on the AMATYC website under "About Us", on myAMATYC, and made available to AMATYC Annual Conference attendees. The first sentence of the policy, followed by "For more information, see" and a link to this policy, will be included in the footer of all bulk emails, the *MathAMATYC Educator*, the *AMATYC News*, and on the webpage that identifies the members of the AMATYC Executive Board.

The Policy on a Welcoming Environment should be reviewed at least every five years.

In the unfortunate event that an individual(s) experiences a possible violation of this policy, the incident should be reported to: amatyccares@amatyc.org or the AMATYC leader of the reporter's choice. This email address should point to the President and the Executive Director for consideration of further action. In the case that a member of the [Welcoming and Inclusive Environment standing committee](#) is involved in a violation of this policy it is necessary for that person to recuse themselves from discussion of the incident.

5.8 Board Committees

An ad hoc committee is a committee that consists mostly of Executive Board members and ends at the end of the Executive Board's term that created the committee or earlier if the job is completed. A task force can consist of Executive Board members and others that would have a vested interest in the task. A task force is charged to work until the task is completed. <FBM 2018>

5.8.1 Personnel Committee

5.8.2 Finance Committees

5.8.3 Membership Committee

5.8.4 Professional Development Committee

5.8.5 Organizational Assessment Committee

5.8.6 Welcoming and Inclusive Environment Committee

<Sections 5.8.1 - 5.8.5 Remain unchanged>

5.8.6 Welcoming and Inclusive Environment Committee

Membership

The Welcoming and Inclusive Environment Committee consists of the Past President, President, President Elect, and the Executive Director (Chair). The Chair will provide a written report to the President before each Board meeting, and this report will be delivered to the Board in Executive

Session at the meeting. Appropriate training is necessary for the members of the committee, whether through institutional resources or massive open online courses (MOOCs), with respect to diversity, equity and inclusion, conflict resolution, and/or handling sensitive situations in order to prepare them for performing these duties.

Purpose

The purpose of the Welcoming and Inclusive Environment Committee includes:

- Conducting a review of the [Policy on a Welcoming and Inclusive Environment](#) at least every five years. This review will be done by at least three members of the AMATYC Executive Board, two of which are members of this committee, possibly joined by other AMATYC members as recommended by the committee.
- Monitoring of all emails sent to amatyccares@amatyc.org, identifying any that report possible violations of the Policy on a Welcoming and Inclusive Environment. Upon receipt of a report, the Chair should acknowledge receipt of the report via email to the originator of the report.
- Investigating the report, possibly requesting additional information including written statements about the incident and/or contacting additional leaders.
 - Review PPM 2.17, AMATYC Unexpected Events Plan, for possible guidance.
 - Written statements should be signed and dated as soon after the event as possible.
 - The AMATYC Office Manager can be used as an information source of relevant present and past issues.
- Determining what action(s), if any, should be taken within 30 days of the receipt of the report.
- Communicating the decision - for example but not limited to in favor of the reporter/no grounds found/insufficient information - to the reporter and the respondent.
- Communicating any actions to be taken to the respondent and ensuring that the actions are taken.
- Recording all reported incidents, findings, and any resulting actions in a locked file cabinet in the AMATYC office. Access to the files are restricted to the Executive Director, the President, and the AMATYC Office Manager.

Special Considerations

The Welcoming and Inclusive Environment Committee will function under these special considerations:

- In the case that a member of the standing committee is involved in a violation of this policy it is necessary for that person to recuse themselves from discussion of the incident.
- Whenever possible, the anonymity of the reporter and any witnesses will be maintained.
- Retribution and retaliation will not be tolerated and will result in the consequences below.
- As much as is reasonably possible, any inquiries into violations of the Policy on a Welcoming and Inclusive Environment are to be handled sensitively and with compassion for all involved.

Possible consequences of violations of the Policy on a Welcoming and Inclusive Environment include: conversation about the incident (oral or written), loss of presenting privileges, loss of ability to participate in a conference or other AMATYC activity, loss of delegate status, loss of leadership privileges, and/or suspension of membership. The committee shall determine the length of time of any loss of privilege and whether or not any portion of a paid membership fee is to be refunded as well as the amount of any processing fee for a refund.

Attachment K: Time Limits for Course Prerequisites position statement

American Mathematical Association of Two-Year Colleges Position Statement on Time Limits for Course Prerequisites

Mathematics knowledge can decline when not used. Therefore, continuing students should be encouraged to take a mathematics course each term until their math requirements are complete. Institutions should establish policies and procedures that encourage incoming students to make informed choices concerning initial mathematics course enrollment and a plan for the completion of mathematics course sequences. Among these policies and procedures are those dealing with time limits for a variety of course prerequisites (e.g. placement tests, college entrance tests, CLEP, AP, IB, course credits from other institutions, college readiness exams, and others), which should apply to both mathematics and statistics courses. The primary goal of these policies and procedures is the students' successful and prompt completion of their mathematics and statistics requirements.

AMATYC recommends that each institution determine time limits for placement tests and prerequisite courses based upon their own mission and goals, unless otherwise mandated through a governing state. After establishing a process for initial placement into a mathematics course, the institution should develop systems to determine reasonable time periods for acceptance of prerequisites and placement test scores.

Policies and procedures established by institutions should be systematic and all-inclusive by specifying a time limit for all means of satisfying a prerequisite, including (if necessary) time limits on how long each of the following prerequisites is valid:

- a math placement level determined by placement testing
- the successful completion of awarded credit (e.g., through CLEP or AP test score);
- the successful completion of a prerequisite course;
- an appropriate ACT or SAT score.

In establishing a prerequisite time limit policy, consideration should be given to these things:

- the historical data of performance in the relevant courses;
- the appropriateness of a specific time limit, especially for courses in a mathematics sequence;
- the challenges and implications for the college and students of implementing a specific time limit;
- the possibility of an appropriate appeal process or waiver for students with special circumstances;
- a plan to communicate and prepare for the effective implementation of the time limit policy.

Colleges should recognize that it will take a significant amount of time to develop meaningful and valid recommendations concerning time limits. The group making these recommendations should include faculty, academic advisors or counselors, and administrators. Appropriate institutional support for the collection and interpretation of data is important for success. Colleges might also seek input from other colleges that have implemented time limits. Once a recommendation is made and implemented, the data should be revisited periodically to assess its effectiveness.

Approved at the Delegate Assembly

November 21, 2015

Reaffirmed by AMATYC Executive Board

April 9, 2022

Attachment L: PPM 6.14.6

6.14.6. Investment Guidelines

The Investments Board has full discretion with respect to the selection of investments and the timing of transactions, within the following guidelines:

- a) All classes of investment are to be held, invested, and reinvested in recognized, quality, marketable securities.
- b) Common stocks and equity-related securities are to be diversified as to industry and number of holdings.
- c) The Investments Board shall generally not purchase investments in a single company in a total amount exceeding 5% of the aggregate market value at the time of purchase of all assets under its control. Securities issued or guaranteed by the United States Government or its agencies may be held without limitation to the aforementioned five percent (5%) restriction. However, the Investments Board may purchase mutual funds as long as no one fund exceeds 25% of the market value at time of purchase of invested assets and meets the above requirements of this paragraph.
- d) Fixed income obligations are to have an average credit quality of investment grade or better (BBB-, Baa3, BBB- or better). Average duration should not exceed nine (9) years.

The Investments Board has the latitude to override these guidelines for short periods (up to three months) in order to facilitate the orderly and timely purchase and sale of securities.

Attachment M: PPM 11.12.2 and 11.12.3

11.12.1 Mathematics Standards in the First Two Years of College Ad Hoc Committee

This committee will focus on promoting the AMATYC standards as well as maintaining the digital products to support those standards. The goals of this committee are 1) to establish and implement a marketing campaign including but not limited to a series of regularized activities to promote widespread implementation of the standards in the first two years of college mathematics, 2) to establish and implement the web presence for the standards, 3) to submit articles centered on the standards for the *AMATYC News* and the *MathAMATYC Educator* at least once a year, 4) to establish and implement a process of regular review of the standards in the same manner as the position statements are reviewed regularly, 5) to ensure consistency among the standards and other AMATYC documents, and 6) promote the standards beyond AMATYC members. The membership of the committee is open to the AMATYC community.

The responsibilities of the standards committee as a whole will include:

- a series of regularized activities offered to keep the standards in the forefront of AMATYC members. These activities will include items such as submitting articles for the *AMATYC News* and the *MathAMATYC Educator*; submitting presentation proposals on the standards at each conference; managing any approved symposia on the standards, publicize relevant information via emails blasts to membership and via social media, and develop videos or presentations to be given at the affiliate meetings
- establishment and maintenance of a dynamic web presence;
- creating processes to engage AMATYC members and other mathematics faculty in a prolonged, community- based effort to advance the profession towards the shared vision represented by the AMATYC Standards using current and emerging technologies
- a systematic review and update of the Standards using a process developed by the committee and approved by the Executive Board;
- meeting at the annual conference;
- communicating with committee members throughout the year;
- ensure consistency among AMATYC documents such as position statements and the standards documents;
- promote the standards beyond AMATYC members.

11.12.2 Mathematics Standards in the First Two Years of College Chair

The Mathematics Standards in the First Two Years of College Chair coordinates the planning, creation, and implementation of AMATYC Standards activities, including grants, workshops, training, conference activities, and other related initiatives. The chair works collaboratively with the AMATYC Executive Board and the Standards Digital Coordinator.

Appointment Process

The Mathematics Standards in the First Two Years of College Chair is recommended by the President and appointed by the Executive Board. This position reports to the President.

Term of Office

The term length is five years. The starting date is January 1, 2018 and the end date is December 31, 2023. (NOTE: the term was extended by one year <SBM 2022>)

11.12.3 Standards Digital Coordinator

The Standards Digital Coordinator oversees the planning and implementation of AMATYC Standards documents digital products, related grants, training, and any related initiatives. The coordinator works collaboratively with the Mathematics Standards in the First Two Years of College Chair and the AMATYC Executive Board.

Appointment Process

The Standards Digital Coordinator is recommended by the President and appointed by the Executive Board. This position reports to the Mathematics Standards in the First Two Years of College Chair and the AMATYC Executive Board.

Term of Office

The term length is five years. The starting date is January 1, 2018 and the end date is December 31, 2023. (NOTE: the term was extended by one year <SBM 2022>)

CBMS Statement on Equity, Diversity, and Inclusion in the Mathematical Sciences



Brief Abstract:

The Conference Board of the Mathematical Sciences (CBMS) promotes understanding and cooperation among national organizations in the mathematical and statistical sciences and their allied disciplines. As such, we envision a mathematical sciences professional community that values all colleagues and students and in which we work and learn together with respect and dignity. We embrace a vision for this community that is equitable, diverse, and inclusive. We acknowledge our collective culpability in discrimination, bias, and other forms of injustice and we commit ourselves to action and accountability in service of our vision.

CBMS Statement on Equity, Diversity, and Inclusion in the Mathematical Sciences

Full Statement:

The Conference Board of the Mathematical Sciences (CBMS) is an umbrella organization composed of professional societies and organizations from all areas of the mathematical and statistical sciences and allied disciplines. CBMS's stated purpose is to "promote

understanding and cooperation among these national organizations so that they work together and support each other in their efforts to promote research, improve education, and expand the uses of mathematics.” (cbmsweb.org)

We envision a community of mathematical scientists where all of our colleagues and students are valued and in which we all work and learn together with respect and dignity.

We envision a world in which all individuals have equitable opportunities to learn, use, and contribute to the mathematical sciences, as well as to shape the future of the disciplines. Our vision is a landscape that reflects the diversity of our society – across race, ethnicity, culture, gender, sexual orientation, disability status, and all other social identities – as learners, researchers, teachers, practitioners, leaders, and all other members of the professional community.

Making progress toward this vision is a matter of justice. Quantitative literacy is imperative to civic engagement, and includes the ability to model complicated situations, understand options, and make informed decisions. By appreciating, respecting, and honoring the diversity of people and voices in our professions, we are better able, as mathematical scientists, to utilize the tools of our fields to investigate, document, and communicate injustice and create pathways to many opportunities. All people must have equitable access to those opportunities.

Equitable education in the mathematical sciences enhances the learning experience of all students. Participating in a diverse classroom engages students with others who have perspectives, skills, and experiences that may be different from their own, which is vital to developing the problem-solving and critical thinking skills needed in our world. This rich type of educational experience also provides fertile ground for the development of a deeper appreciation and understanding of mathematics that will inspire and prepare students to be future users and creators of the powerful tools and concepts of our disciplines. This commitment includes the

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preparation of teachers at every level – early childhood, elementary, secondary, undergraduate, and graduate – whose education will have a profound impact on future generations of students.

Equitable opportunities and an inclusive environment increase the diversity of ideas within our disciplines, enriching what we create, know, and use. Mathematicians, statisticians, and those in related areas view and explore ideas and concepts from new perspectives, make connections never before realized, harness concepts and tools to address the problems of

tomorrow, and advance knowledge in important ways. By broadening the diversity of those who participate, we increase the potential for richer understandings and further developments in the mathematical and statistical sciences.

The power, beauty, and opportunity inherent in engaging with mathematics is a distant goal for some; we envision a world in which individuals of all identities know and believe there is a place for them in the mathematical sciences, can see themselves in those spaces, and are key builders of its future.

We acknowledge our responsibility and culpability.

Our community currently falls far short of this equitable vision for a complex assortment of reasons, both historical and ongoing. Some of CBMS's member organizations have actively participated in the exclusion of some groups – including people of different races, ethnicities, cultures, genders, sexual orientations, disabilities, and other social identities – and are currently grappling with those past actions. Some have participated in this injustice in more subtle ways through inequitable opportunities, including biased policies and processes for making awards and filling leadership positions; inadequate support for caregivers (especially for childcare); and otherwise tolerating or even enabling bias, disrespect, macro- and micro-aggressions, and inequity. In stark contrast, some of CBMS's member organizations were created specifically to support the mathematical scientists impacted by these injustices.

We collectively acknowledge the need to examine past and present practices to identify injustices, and to implement policies and practices that redress these injustices, support equitable educational and professional opportunities, and create an inclusive and welcoming profession.

We acknowledge that the systemic nature of racism, misogyny, and other forms of discrimination requires each of our organizations to make significant investments

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of time, energy, and other resources to identify and change problematic policies and procedures.

We commit to action and accountability.

CBMS will create and employ policies and practices that model justice and equitable opportunities for all mathematical scientists. In turn, CBMS will support its member organizations in their work to create spaces that are just, equitable, diverse,

and inclusive. Engaging in self-reflection and articulating our goals are essential first steps in making progress, but those steps must lead to action in order to be meaningful.

As a leader within the mathematical sciences communities, CBMS will make justice, equity, diversity, and inclusion fundamental to our mission of service, and commit ourselves to creating safe, humanizing, and fertile spaces for all mathematicians to flourish.

We will work together, as colleagues of different races, genders, and other social identities, to analyze and document practices and policies that disparately affect the access of some members of our community to participate fully in and benefit from the professional life of our member associations.

We pledge to collaborate across organizations, both within and beyond the mathematical sciences, to pursue policies and practices that lead to equity, diversity, and inclusion for all members of our community, and to commit resources to support those efforts.

To hold ourselves accountable, we will regularly share our progress with each other and the communities we represent. This will allow us to highlight and build on productive actions member organizations have taken and provide models for future progress.

As leaders in our disciplines, we recognize that this work is not a singular effort, but requires ongoing partnership as we iterate toward the just mathematical sciences community we envision. We pledge to continue to engage in dialogue with one another about systemic inequities and to collaborate on solutions.

Through this statement, we embrace our vision for an equitable, diverse, and inclusive professional community; acknowledge the mathematical sciences community's culpability in racism, sexism, and

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other forms of unjust policies and behavior; and commit ourselves to action and accountability in service of that vision.

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AMATYC 2022 Monthly Executive Board Meeting
Thursday, February 17, 2022
Virtual (via Zoom)

Thursday, February 17, 2022

Note: All times are EST

The meeting was called to order at 4:04 pm by President Laura Watkins. The following members of the Executive Board were present:

Laura Watkins	President	Alvina Atkinson	Southeast Vice President
Kate Kozak	Past President	Brandon Bartley	Midwest Vice President
George Hurlburt	President-Elect	Dale Johanson	Central Vice President
Nancy Rivers	Secretary	Shannon Ruth	Southwest Vice President
Barbra Steinhurst	Treasurer	Sarah Pauley	Northwest Vice President
AJ Stachelek	Northeast Vice President	Eddie Tchertchian	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present was: Turi Suski, Conference Coordinator

President Watkins reviewed the Order of Business – Meeting Agenda. (Attachment A)

Motion: Approve the Agenda provided on the previous pages. (Attachment A)

Made by Ebersole and seconded by Tchertchian.

Motion approved

EXECUTIVE SESSION

The Board went into Executive Session at 4:08pm. Turi Suski was asked to stay for the Executive Session.

The Board exited Executive Session at 4:15 pm. At that time, Secretary Rivers reported out the following:

The Board made the following appointments, pending membership verification:

- Julie Hanson, (Clinton CC), Program Proposal Review Committee, Northeast Region, Toronto Conference Representative. Effective 01/28/2022 through 11/12/2023
- Patrick Riley, (Hopkinsville CC), Program Proposal Review Committee, Midwest Region, At-Large Representative. Effective 01/28/2022 through 11/17/2024.
- Christine Mirbaha, (CC of Baltimore County), Representative (Mid-Atlantic), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Curtis Mitchell, (Kirkwood CC), Representative (Central), Equity ANet. Effective 01/01/2022 through 12/31/2023

- Gabriel Porrata Vallejo (City Colleges of Chicago), Representative (Midwest), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Helen Burn, (Highline College), Representative (At large), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Jeremy Jankans, (West Los Angeles College), Representative (West), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Laurie Beth Keatts, (Catawba Valley CC), Representative (Southeast), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Lucy Mychal, (El Paso CC), Representative (Southwest), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Mark Early, (Columbus State CC), Representative (At large), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Micha Miller, (Borough of Manhattan CC), Representative (Northeast), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Ronald Youtz, (Portland CC), Representative (Northwest), Equity ANet. Effective 01/01/2022 through 12/31/2023
- Shawn Firouzian, (Mira Costa CC), Representative (West), International Mathematics ANet. Effective 01/01/2022 through 12/31/2023
- Andre Mathurin, (Hillsborough CC), Representative (Southeast), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Assia Wade, (College of Southern Nevada), Representative (West), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Chris Ward, (Southern West Virginia Community and Technical College), Representative (Mid-Atlantic), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Gregory Foley, (Ohio Univ), Representative (Midwest), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Lisa Feinman, (CC of Baltimore County), Representative (Mid-Atlantic), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Lori Holdren, (American College of Healthcare Sciences), Representative (Northwest), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Prudence York-Hammons, (Temple College), Representative (Southwest), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Reem Jaafar, (LaGuardia CC, C.U.N.Y.), Representative (Northeast), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Susan Licwinko, (Borough of Manhattan CC), Representative (Northeast), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Vicki Todd, (Southwestern CC), Representative (Southeast), Mathematics for Liberal Arts ANet. Effective 01/01/2022 through 12/31/2023
- Enyinda Onunwor, (St. Paul College), Representative (At large), Research in Mathematics Education in Two Year Colleges ANet. Effective 01/01/2022 through 12/31/2023

New Business

Motion: That AMATYC host the Sixth National Mathematics Summit (NMS) to be held November 12 and 13, 2024, in Atlanta, Georgia prior to the 2024 AMATYC Annual Conference.

Made by Rivers and seconded by Tchertchian.

Motion to be returned for further study

Motion: That the registration rate for the 2022 virtual component of the 2022 AMATYC Annual Conference be set as follows: (1) Free to everyone who registered for the 2022 AMATYC Annual Conference in Toronto, (2) \$25 for AMATYC members who did not register for the 2022 AMATYC Annual Conference in Toronto, (3) \$125 for all non AMATYC members who did not register for the 2022 AMATYC Annual Conference in Toronto.

Made by Kozak and seconded by Rivers.

Motion approved

Motion: That the 50th AMATYC Anniversary logo be created and that the Executive Board waive the specified restrictions below (that are found in PPM Section 12.5.1) for the 50th AMATYC logo:

- “On the new Logo, the color of the text, AMATYC, can be in any color complimentary to the background. If used in yellow, the yellow color should be PMS (pantone matching system) 124 yellow. The weight of the axes, the curve, and font should not be changed.”
- “The added name or text will be in the same color as the axis and curve.”

Made by Rivers and seconded by Stachelek.

Motion approved

Motion: That the Executive Board approve the 50th Anniversary Celebration Task Force to conduct the 50th AMATYC Logo Competition. (Attachment B).

Made by Rivers and seconded by Bartley.

Motion approved

Parking Lot

Discussion: The Executive Board hosting IMPACT Live! during March 2022

The Executive Board will assume responsibility for IMPACT Live! during March 2022. This responsibility is the same as has been taken on in past months by various committees and ANets. The IMPACT Live! theme for March is Engagement.

Discussion: Standards Ad-hoc Committee Report

Ad-hoc Committee Chair Hurlburt shared a high-level view of the committee’s work thus far.

Discussion: Executive Board support of the CBMS statement on EDI

Links to the statement were shared. Members of the Executive Board will read the statement and we will return to this during SBM 2022 to determine if we will endorse the statement or not.

Discussion: Historian Committee Update

Nancy Rivers, Committee Chair, updated the board on the committee's efforts so far.

Discussion: Sponsoring a Topic Study Group (TSG) at ICME 15

ICME 15 will be held in Summer 2024 in Sydney, Australia. David Tannor is interested in putting forward a proposal for a TSG for this conference. The Executive Board decided that AMATYC is willing to become one of the sponsors of this TSG. Sponsorship entails review of papers submitted for three to four sessions relevant to the topic that would be presented over three or four days and does not involve a monetary cost to the organization.

Discussion: Twentieth Anniversary Celebration (20th Cohort?) of Project ACCCESS

The 20th Project ACCCESS Cohort would align with the 50th Anniversary Celebration during the 2024 AMATYC Annual Conference in Atlanta. A reunion type celebration would be appropriate. Barbra Steinhurst will reach out to ACCCESS alumni to determine interest in serving on a task force to plan the celebration. This task force will work along side the 50th Anniversary Celebration Task Force.

Motion: To adjourn the February 2022 AMATYC Executive Board Meeting.

Made by Kozak and seconded by Hurlburt.

Motion approved

The February 17, 2022 Monthly Executive Board Meeting was adjourned at 5:55 pm.

Nancy Rivers, Secretary 2022 – 2023
February 17, 2022

Laura Watkins, President 2022 – 2023
February 17, 2022

ATTACHMENTS

	Title	Page
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B	AMATYC 50th Logo Competition	7

Attachment A: Order of Business – Meeting Agenda



Order of Business – Meeting Agenda
AMATYC Executive Board
February 2022 Meeting

Page	Agenda Item	Who?
	Call to Order	Watkins
Section A: Meeting Agenda		
A1	Order of Business	Watkins
A2	(M) Adopt Order of Business	Watkins
Section L: Executive Session		
L1 – L3	(M) Consent Appointments	Watkins
Section M: New Business		
M1 – M4	(M) Motion for 6th National Math Summit	Sattler/Watkins
M5 – M6	(M) Motion for Toronto Virtual Conference Registration Rate	Steinhurst
M7	(M) Motion to Waive Logo Restrictions for 50th AMATYC Logo	Rivers
M8 – M10	(M) AMATYC 50th Logo Competition	Rivers
Section O: Parking Lot / Motion to Adjourn		
O1	Parking Lot Discussion Items	All
O2	(M) Motion to Adjourn	Watkins

Attachment B: 50th AMATYC Logo Competition

AMATYC 50th Logo Competition

General Competition Information

The 50th Anniversary Celebration Task Force would like to hold an AMATYC 50th Logo Design Competition. This competition would be open to all individual, non-board members of AMATYC. The prize for submitting the winning logo design will be a registration for the 50th AMATYC Annual Conference which will be held in Atlanta, GA. in 2024. (The “funds” for this would be taken from the task force’s budget). If it is determined that two or more entries should be combined, in whole or in part, to form the AMATYC 50th logo, multiple registrations would be awarded.

Basically, a call (through a bulk email and via social media) would be put out announcing the competition (see timeline below for more detail), entries would be accepted via Smartsheet, the task force would review all entries and determine our top three or four (rough estimate) submissions, we would then submit these to the board for approval to move forward (we will also share all submitted designs with the board), and, finally, the membership would vote on these “top” logos, thus identifying the winning logo. If it is felt that two or more logo designs should be combined into one option for the member voting, that would, of course, be done BEFORE voting opened up. In the event that two or more logos tie for top choice, the task force would attempt to combine these top ranked submissions, if appropriate. If combining them is not possible (they are too dissimilar), the Executive Board will determine the winning logo.

Competition Timeline

- Motion submitted to the AMATYC president for consideration at the Feb. 17 Executive Board meeting
- Executive Board considers motion for approval of the competition on Feb. 17
- Office builds Smartsheet form for submission (and ranking?) of logo designs - work on the Smartsheet form will hopefully occur starting Feb. 17 and be completed by Mar. 18
- A newsletter article announcing the competition will be written and submitted - Feb. 25 (this issue is scheduled to come out April 25)
- The competition will run Mar. 25 through June 1
- An email blast announcing the competition will be written and submitted for approval - (sent out – hopefully – on Mar. 25)
- An announcement of the competition would be developed and posted on the Website - by Mar. 25
- An announcement of the competition would be developed and posted on myAMATYC - by Mar. 25
- Announcements of the competition and reminders would be crafted, shared with Eddie, and posted on Twitter & Facebook by April 4, and repeated on April 25, May 16, and May 25
- Promotion of the competition (we can write the promotion or an existing announcement can be used/abused) would be included in an issue of the Affiliate President newsletter - GEORGE - appropriately timed (see our other dates)

- Submissions of logo designs via Smartsheet, possibly including a brief explanation of the design, beginning Mar. 25 and ending June 1 (11:59 pm)
- Selection of top 3 or 4 logo submissions made by the task force - by June 8
- Board will review all submissions, particularly the top designs chosen by the task force, approve the top designs - June 9 Executive Board meeting
- Member voting on the approved top logo designs - June 20 - 24
- Get the winning logo camera ready – hopefully done by July 22 (est.)

How will we use the new logo?

While the following is not set in stone, nor is it an exhaustive listing, this is the current thinking of the task force

- Use it in place of AMATYC's existing logo from the 2023 AMATYC Annual Conference in Omaha through the 2024 AMATYC Annual Conference in Atlanta,
- This year - Order some 50th anniversary merchandise, but hold it until the appropriate time (possible something(s) like: screen wiping cloth with 50th logo; jump drive; etc., not to conflict with local conference emphases - Sat. breakfast favors and other promotional material). Our thoughts are to distribute this merchandise in Omaha, send some to each affiliate, and close it out (continue distributing) in Atlanta,
- 50th logo in pre-keynote scroll,
- Launch items displaying the 50th logo in the AMATYC store (around the time of the AMATYC Annual Conference in Toronto) (Anne would need to upload things for the store),
- AMATYC office staff and AMATYC board members could use the 50th logo in the signature line of emails.

NOTES:

- Replacing the AMATYC logo on amatyc.org will have to be done by YM. There will be a charge for this.
- Depending on the 50th AMATYC logo's design, it might be used BEYOND the 2024 AMATYC Annual Conference in Atlanta, GA. This might also simply prompt a desire for a new (non-anniversary) logo to use after the 2024 AMATYC Annual Conference in Atlanta, GA.